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EYES ONLY

18 May 1972

MEMORANDUM FOR: Chief, Support Staff, ORD

SUBJECT:                   Reclassification of [REDACTED] to           25X1A9a  
                              Administrative Assistant, GS-08

25X1A9a

1. This memorandum is written to request a change in the classification status of [REDACTED] (from GS-07, secretary-steno, to GS-08, administrative assistant). This request is based on the fact that [REDACTED] has for the past year been performing administrative and support duties during the major portion of her working schedule. These administrative duties have been carried out in a very commendable manner and the level of responsibility of these new duties has been far beyond that of her former secretarial duties. 25X1A9a

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2. Examples of administrative duties currently being carried out by [REDACTED] include the following:

a. Maintains the time and attendance for all contract employees for all AP/ORD (numbering some nine professional contracts). In this duty she also prepares the memoranda for final settlement and insures that these are carried out according to all the written regulations.

b. Maintains the GFE and other property listing and has the responsibility for insuring the appropriate notification of PMS and other groups as to the disposition and responsible useage of this property which has a net worth of several hundred thousand dollars.

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c. [REDACTED] provides administrative support in assisting with data reduction, plotting of data for reports, and preparation of briefing charts.

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d. [REDACTED] carries out the complete supervision of two additional secretaries that are assigned to AP/ORD.

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e. [REDACTED] maintains AP/ORD's budget records including a breakdown of funds available in the various categories assigned to AP/ORD. In addition, she prepares budget information and reports as required for the Division Chief.

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3. It should also be noted that [REDACTED] has recently completed a number of training courses which add to her background, working knowledge, and capability to contribute to the functioning of AP/ORD. The OTR courses completed are:

- a. Budget Processing Course
- b. Trends and Highlights
- c. Supervision & Management Course

4. Due to a shortage of personnel in AP/ORD, approximately one year ago I found it necessary to call upon [REDACTED] to carry out duties that were beyond her normal secretarial functions. I have found that in the course of this time that she has not only performed these duties willingly but has completed all of the tasks in an exemplary manner. She is continuing to function in these administrative and support areas and because of this, it is requested that early and serious consideration be given to a review of her position with a goal of upgrading it to the professional status commensurate with her duties.

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[REDACTED]  
AC/AP/ORD/DD/S&T

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